

Virginia Indigent Defense Commission
Arlington
Public Defender, #322001
Starting Salary: \$109,294

The Virginia Indigent Defense Commission (VIDC) is now accepting applications for the position of Public Defender for the County of Arlington. The VIDC is committed to providing quality legal services for indigent defendants charged with criminal offenses. The Public Defender reports to the Executive Director and serves at the pleasure of the Commission.

Duties: This position is responsible for planning, organizing and directing the actions of the Public Defender's office. The Public Defender carries an active caseload.. The Public Defender is responsible for evaluating work performance, providing direction to staff, hiring professional and support staff and handling disciplinary problems. The Public Defender is also responsible for preparing, managing and submitting the Public Defender's office budget. This position is responsible for identifying and ensuring that attorneys receive the appropriate training and education. This position will also be responsible for scheduling and assigning cases to attorneys. The Public Defender is responsible for reviewing defense team work, responding to questions and offering directions for case preparation, trial strategies, client contacts and communication, plea negotiation and sentencing advocacy. The Public Defender is also responsible for ensuring that all attorneys have knowledge of and fully comply with the Standards of Practice for Indigent Defense Representation. Additional duties include preparing and providing administrative reports as required.

Qualification: Member of the Virginia State Bar in good standing; comprehensive knowledge of Virginia Criminal law, Constitutional law and the Standards of Practice; considerable knowledge of principles of management and public administration; knowledge of agencies that interact with the Public Defender's Office; extensive criminal trial experience. Additional qualifications include having knowledge of comprehensive legal research methods and techniques; working knowledge of budget preparation and fiscal accounting, as well as the ability to communicate effectively, both orally and in writing. The qualified candidate will demonstrate the ability to supervise personnel, including training, assigning and reviewing work, evaluating employees' performance and administering discipline. Prior experience defending indigent criminal defendants is preferred.

How to Apply: Applicants should submit a state application, resume, cover letter and references to: Virginia Indigent Defense Commission, Attn: Amy L. Williams, Human Resources 1604 Santa Rosa Road, Suite 109, Richmond, Va. 23229 or by fax to (804) 662-7369 or email to awilliams@idc.virginia.gov.

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